

GET STARTED ON THE RIGHT TRACK

A GUIDE TO ACADEMIC ADVISING AND REGISTRATION



California State University
MONTEREY BAY
Extraordinary Opportunity



WELCOME TO CAL STATE MONTEREY BAY!

Whether you are a first-year student or an undergraduate student transferring into our university, we are pleased to have you as part of our CSUMB community. The university's Academic & Career Advising Center is a central element of the educational experience of its undergraduate students. Advising is a collaborative relationship between the advisor and student, sharing responsibilities to help each student create an educational plan consistent with his or her academic, career and personal goals.



FIND YOUR ADVISOR

Once you get settled in, we encourage you to call us at 831-582-3937 or email us at academic_advisor@csumb.edu to schedule an appointment to meet with your advisor and make sure you understand what is required of you to be successful.

ACADEMIC ADVISING MISSION STATEMENT

We provide quality advising services to students during their freshman and sophomore semesters. Advising will also assist upper division students when departmental advising is not available. The purpose of the center is to help students become knowledgeable of campus resources and to become self-reliant navigators of their academic and career goals.

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MAKE THE RIGHT CONNECTIONS

We are here to help you explore and create an academic plan that is right for you!

Career Advisors

Help you narrow down your choices of interest, clarify your values, and determine life goals. Once you've declared a major, we will prepare you for your professional career through resume and interview workshops and connect you with employment recruiters who participate in our career fairs.

Academic Advisors

Help you put together an educational plan that is right for you and support you through your academic journey each step of the way!

Academic advisors can help you with the following:

- Guidance through the general education (GE) requirements
- Selection of appropriate courses
- Understanding of CSUMB academic requirements
- Monitor your academic progress to ensure completion of requirements
- Information about declaring and changing majors
- Serve as a resource to other campus support services, where appropriate

Faculty Mentors

Provide valuable connections between learning in the major to graduate schools and beyond. They can provide information on research and discipline-focused pursuits, and help you apply theoretical learning to the world of work.

Advisor Contact List

Where to go for advising if you have declared your major:
csumb.edu/advising > Contact > Contact Your Major Advisor



STUDENT EMAIL NOTIFICATION POLICY

Electronic mail is the primary and official means of communication from California State University, Monterey Bay to students. Once a student receives a CSUMB email account, official communication from the university shall be directed to that account.

Email is CSUMB's Official Communication

Official communication contains information in order to conduct business with CSU Monterey Bay and for which every student will be held accountable. Students are expected to read communications in a timely fashion because communications often are time-sensitive.

Examples of official communication can include, but are not limited to:



- Academic Advising and Registration Alerts
- Career Development events
- Student records (including Admissions/Financial Aid/Advising/Registrar)
- Academic program/completion of degree sought
- Dean and faculty communication to students
- Financial information (including balance due, payment deadline reminders)

All use of email will be consistent with local, state, and federal law, as well as other university policies, including the Acceptable Use of Computing and Technology Resources Policy and the Family Educational Rights and Privacy Act.

Student email accounts shall remain active so long as the student is enrolled at CSU Monterey Bay or is on an approved leave of absence.

For more information about CSUMB's Student Email Notification Policy go to: csumb.edu/senp

If you need clarification or have questions about this policy, please contact the Campus Service Center.



"I have been working in the Academic and Career Advising office since I was a freshman and if it weren't for them, I would be lost."
– Ryan Mack, Class of 2014, Business Administration

ADVISING INFORMATION OVERVIEW

ROLES AND RESPONSIBILITIES

Academic Advising Definition

Academic advising is a shared responsibility between students and professional staff advisors. As a CSUMB student, you are encouraged to adopt an active role in making decisions about your academic plan. CSUMB advisors can provide academic resources and tools to help with degree planning and to clarify policies and graduation requirements. However, you are ultimately responsible for your academic plan and success. It is critical that you review the catalog and understand all degree requirements for your major program.

WHERE TO FIND US: The Academic & Career Advising Center is located on the third floor of the **Tanimura & Antle Family Memorial Library**.

PHONE: Academic Advising: 831-582-3937

Career Advising: 831-582-3845

EMAIL: academic_advisor@csumb.edu
career_development@csumb.edu

WEBSITE: csumb.edu/advising
csumb.edu/career

ADVISING OFFICE HOURS: Monday – Friday: 8:30 A.M. to 12 P.M., 1 P.M. to 4:30 P.M.

DROP-IN: Wednesday: 8:30 A.M. to 12 P.M., 1 P.M. to 4:30 P.M.

REQUIRED MATERIAL: University Catalog (csumb.edu/catalog)

Academic Advising Guide

MyCSUMB

Course Pathways

Academic Requirements Sheet

What you are expected to do – Advisee Responsibilities

- Read and review the catalog to understand university policies and graduation requirements – ask for clarification when needed
- Meet with an academic advisor as often as necessary to stay on track
- Make appointments in person, by phone or email
- If you cannot make a scheduled appointment, call to change or cancel an appointment
- Come to advising sessions prepared
- Bring all academic records such as academic requirements worksheet or unofficial transcripts if applicable, to your advising sessions
- Make decisions about academic, career and personal goals, and be responsible for them
- Ask about and use services available
- Inform advisor about academic progress and be open about study habits

What you can expect – Advisor Responsibilities

- Maintain confidentiality according to established standards (FERPA)
- Provide a respectful and supportive environment for you
- Help you clarify life and career goals
- Assist you in developing meaningful educational plans
- Communicate the graduation requirements and university policies and procedures
- Monitor, track and guide you toward satisfactory academic progress
- Refer you to appropriate campus resources and support services
- Listen and suggest options to your questions and concerns
- Encourage you to meet your personal, academic and career goals

Expected Student Learning Outcomes

During your advising experience at CSUMB, students will:

- Know where to go to be advised
- Understand the general education and academic requirements of their major
- Develop an educational plan reflecting their values, interests and abilities
- Be aware of and use the catalog and course pathways
- Gather information to make effective decisions concerning academic and career goals
- Use campus resources and services on campus to maximize student success

As you begin your academic journey, you will be encouraged to develop an Academic & Career Advising portfolio of your advising work. You and your advisor will create a folder that contains advising worksheets, including your academic requirement worksheets, educational plan and semester schedules.

The professional staff advisors in the CSUMB Academic & Career Advising Center will provide academic guidance to help you achieve your personal, academic and career goals. But remember, you are ultimately responsible for satisfactorily completing all degree requirements. Please verify that you understand what is expected of you for advising:

PRINT NAME: _____ **DATE:** _____

STUDENT SIGNATURE: _____

ADVISOR'S SIGNATURE: _____

HELPFUL PLANNING TIMELINE

Beginning of the Semester (Weeks 1-9)

- Learn to access your CSUMB email account and familiarize yourself with the csumb.edu website.
- Check your CSUMB email for important advising dates, deadlines, events and activities.
- Utilize CSUMB's online FOCUS career assessment to clarify what your interests are, explore potential areas of study and learn more about yourself!
- Make an appointment to meet with an academic advisor to discuss your personal and career goals (use the Advising Meeting Checklist)
- Learn to access course pathways and the university catalog at csumb.edu/catalog. It will be your responsibility to know what courses are approved and what courses you need to graduate.
- Need help? Tutors are available for assistance. Seek help with the Academic Skills Achievement Center (ASAP).
- Make an appointment with your academic advisor to prepare for next semester's registration. Your advisor will review your plans and give you updated information about workshops, advising activities and events.
- Use your course pathway to guide you through your academic plans.

Month Before Semester Ends (Weeks 10-13)

- Register for next semester on scheduled advising and registration dates.
- Attend advising workshops and presentations to make sure you are staying on track.
- Study and prepare for final exams by seeking help in ASAP, the Center for Student Success or tutoring.

FRESHMAN YEAR	SOPHOMORE YEAR	JUNIOR YEAR	SENIOR YEAR
Develop a strong relationship with your academic advisor	Develop proficiency to be self-navigating Develop a deeper understanding of your goals		Develop a strong relationship with your faculty mentor

YOUR ACADEMIC ADVISING MEETING CHECKLIST

My Academic Advisor is:

	FALL	SPRING
<p>CALL FOR YOUR INTRODUCTORY VISIT WITH YOUR ADVISOR (WEEKS 1-4)</p> <p>Meet & Greet Appointment (15-20 mins)</p> <ul style="list-style-type: none"> • Review Student Data Form/Student Self-Inventory • Advising Tool: Review Advising Guidebook – sign contract • Initial discussion of academic goals and plans 	Advisor's Initials	Advisor's Initials
<p>MID-TERM REVIEW MEETINGS (WEEKS 5-9)</p> <p>Review Midterm Progress (20-30 mins)</p> <ul style="list-style-type: none"> • If students are performing poorly, discuss policies on undergraduate academic probation and academic disqualification; add/drop, withdrawal and repeat (Refer to Center for Student Success) • Refer students appropriately to campus resources and student support services e.g. ASAP, PGCC, etc. • Schedule next advising appointment 	Advisor's Initials	Advisor's Initials
<p>FALL & SPRING ACADEMIC PLANNING SESSIONS (WEEKS 10-13)</p> <p>Pre-Registration Advising Appointment (45-60 mins)</p> <ul style="list-style-type: none"> • Review Advising Tools: Advising Handbook • Discuss academic process to date • Show students how to access and monitor their Academic Requirements Report • Review Academic Requirements Report for accuracy of information • Create/update two-year plans • Review CSUMB matriculation policy; Add/Drop, Withdrawal & Repeat • Discuss any relevant academic and career related issues • Refer students appropriately to campus resources and student support services e.g. ASAP, CSS, PGCC, etc. • Schedule next advising appointment 	Advisor's Initials	Advisor's Initials
<p>OTHER ADVISING MEETINGS (30-60 MINS)</p> <ul style="list-style-type: none"> • Academic probation/disqualification (30-45 mins) • Transfer (30 mins) • Two-year plan workshop (60 mins) • Academic Requirements Report check (30 mins) • Other 	Advisor's Initials	Advisor's Initials

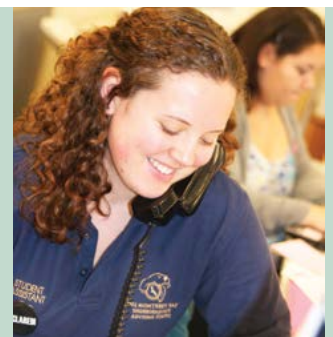
YOUR FOUR-YEAR CAREER DEVELOPMENT CHECKLIST

Get started on tomorrow...today!

FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
<ul style="list-style-type: none"> <input type="checkbox"/> Take the FOCUS assessment: career.csumb.edu/focus <input type="checkbox"/> Study and discuss major options, make an initial selection <input type="checkbox"/> Write your first resume and bring it in for a critique 	<ul style="list-style-type: none"> <input type="checkbox"/> Become an active leader in a student organizations and in the classroom <input type="checkbox"/> Research qualifications needed for target careers, narrow down choices <input type="checkbox"/> Conduct interviews with successful working people 	<ul style="list-style-type: none"> <input type="checkbox"/> Do an internship, part-time job or project related to your field <input type="checkbox"/> Develop your network: classmates, family, friends, faculty, alumni, employers <input type="checkbox"/> “Professionalize” your online profile, voicemail, email, and wardrobe 	<ul style="list-style-type: none"> <input type="checkbox"/> Join a professional organization, set-up a LinkedIn profile <input type="checkbox"/> Hone your resume, interviewing and job-search skills <input type="checkbox"/> Successfully interview and land a job!
<p>EVERY YEAR: MEET WITH A CAREER ADVISOR, ATTEND CAREER FAIRS AND WORKSHOPS, AND USE OTTERJOBS FOR JOB LEADS</p>			

“Without Academic and Career Advising, I wouldn’t have graduated on time or found my passion for anthropology.”

– Morgan Sommers, Class of 2012, Social and Behavioral Science



YOUR COLLEGE ROAD MAP TO SUCCESS AT CSUMB

	FRESHMAN	SOPHOMORE	JUNIOR	SENIOR +
PERSONAL	<ol style="list-style-type: none"> Attend the club fair beginning of fall and spring semesters. Start skill development by joining at least one student organization, club or activity. <ul style="list-style-type: none"> Associated Students' committees Clubs, Greek life or peer mentoring opportunities While adjusting to your new environment, assess your study skills and time management habits. Improve them if they need work. Attend the CSS sponsored workshops! 	<ol style="list-style-type: none"> Interested in studying abroad? Think about it and apply this year to study abroad your junior year! Looking to work on campus? Create a profile and check out OtterJobs! Join major-related student organizations and actively develop your leadership skills. Learn some self-care techniques. Attend workshops by the PGCC and CSS. 	<ol style="list-style-type: none"> France? Argentina? London? Study abroad this year! Join campus and community organizations to develop and build your teamwork and leadership skills. Seek a leadership role in a major-related campus organization. Continue broadening your horizons. Attend events that will expose you to new ideas and cultures. A good place to start would be with visiting the Otter Cross Cultural Center. 	<ol style="list-style-type: none"> Attend "making the leap" workshop by the PGCC. Continue developing your leadership and extracurricular activities both on and off campus. Develop your financial literacy such as budgeting, understanding retirement savings and a plan to pay back debt (if you have it).
ACADEMICS	<ol style="list-style-type: none"> Get to know your academic advisor! Schedule a meeting to create or review your education plan. Develop and maintain a solid GPA. Attend a major fair in the fall semester. Familiarize yourself on how to read your academic requirements report, course pathways and catalog. Work on your general education requirements and choose a variety of courses outside your major. Declare your major by your sophomore year! 		<ol style="list-style-type: none"> Attend the graduate school forum and other graduate school preparation activities. Start developing relationships with your instructors. Find a faculty mentor! Establish working relationships with faculty, staff and administrators who will later serve as references for you; develop strong relations with faculty in your major. 	<ol style="list-style-type: none"> File for graduation the semester prior to graduating. Try to make your capstone relevant to graduate school interest or career. Ask your professors, past and/or current employers to serve as references or write recommendations for you. If thinking about graduate school, compile information on schools and requirements during the summer.

UNDERSTANDING CSUMB'S MAJOR AND GRADUATION REQUIREMENTS

ACADEMIC REQUIREMENTS WORKSHEET

All grades must be a C or better.

CATALOG YEAR: _____

NAME: _____

SID: _____

MAJOR: _____

AREA	GENERAL EDUCATION	COURSE	TERM TAKEN	GRADE	UNITS
A1	Oral & Written Communication				
A2	Oral & Written Communication, Critical Thinking, and Ethics				
A3					
B1	Physical Science				
B2	Life Science				
B3	Laboratory Practice				
B4	Mathematics				
C1	Arts				
C2	Humanities				
C3	World Languages & Cultures				
D1	Social Science				
D2	US Histories & Democratic Participation				
D3	Lower Division Service Learning				
E	Health & Well Being				
UPPER-DIVISION COURSEWORK					
A4	GWAR (Take junior year)				
D4	Upper Division Service Learning				
UNIVERSITY REQUIREMENT					
	First Year Seminar (freshman only) Course also counts towards one GE course. Check schedule.	FYS			
	Language (through 201 Level)				

Four Semester Plan

FALL	UNITS	SPRING	UNITS	FALL	UNITS	SPRING	UNITS

This form is a tentative plan and is subject to revision based on institutional changes in curriculum, university requirements, course availability, catalog and scheduling.

STUDENT'S SIGNATURE: _____ DATE: _____

ADVISOR'S NAME: _____

ADVISOR'S SIGNATURE: _____ DATE: _____

I have read and understand the advising syllabus.

PLEASE INITIAL: _____

WHAT DO I TAKE MY FIRST SEMESTER AT CSUMB?

It is first of all important to address general education requirements when answering this question. There are 48 GE units required. Nine of the 48 GE units must be upper division (courses numbered 300-499) and must be earned after you have reached junior standing (60 units or more). Upper-division GE courses taken when you are a freshman or sophomore do not count toward this unit requirement.

Entering as a Freshman

Students who need remediation should take:

- FYS
- Appropriate remediation courses
- GE course, if possible
- Foreign Language course, if possible

Students who do not need remediation should take:

- FYS
- A1 (Written communication course)
- Foreign Language course (or) B4 (Math), (or) another GE course

Entering as a Transfer Student

If you transfer from a community college or another university, specific requirements depend on your status when you enter CSUMB.

Transfer students with fully certified GE Breadth Requirements

If you transfer from another California institution with fully certified GE Breadth Requirements or the Intersegmental General Education Transfer Curriculum (IGETC), you automatically satisfy Lower Division GE Requirements. You still need to satisfy the CSUMB Language Proficiency Requirement, the nine units of Upper Division GE inclusive of upper division Service Learning (D4) and GVAR (A4), all major requirements and the minimum semester credit requirements.

Transfer students without fully certified GE Breadth Requirements

If you enter CSUMB without having fully certified all GE Breadth Requirements or the Intersegmental General Education Transfer Curriculum (IGETC), you must complete all unmet GE Breadth Requirements including American Institutions through the corresponding CSUMB GE courses, with no less than nine semester credits at the upper-division level inclusive of upper division Service Learning (D4) and GVAR (A4). You must also fulfill the CSUMB Language Proficiency Requirement.

REGISTRATION INFORMATION

HOW TO READ THE SCHEDULE OF CLASSES

To reach the schedule of classes go to csumb.edu/schedule.
Below is a sample of how a course looks in the schedule of classes.

Course title
The numbering of a course indicates the course level. 100-299 are lower division courses, 300-499 are upper division courses

Seats available
7

Section number
1

Unit value
The number of units a class is worth approximately indicates the number of hours a class meets per week.
2

Days of the week the class meets
M = Monday R = Thursday
T = Tuesday F = Friday
W = Wednesday S = Saturday

Instructor teaching class
Lockwood, Kate

Class number used for registration
40455

General Education requirement
Indicates if the course meets a General Education requirement. If blank, as shown here, course does not meet a General Education requirement. Dragging the mouse over the code will provide the General Education requirement the course meets.

Requires a permission number to enroll in this course.
Instructor's Consent Required

A prerequisite is a requirement that must be met before you may enroll in a class. A co-requisite is a course that must be taken during the same academic term as another course.
Corequisites, Prerequisites & Restrictions:
[(Prerequisites: CST 101) AND (Corequisites: CST 231L)]

Course	Sect.	Seats Open	Class Nbr	Units	Day & Time	Instructor	GE
CST 231: Problm-Solving/Programng	1	7	40455	2	TR 2 pm - 2:50 pm	Lockwood, Kate	

Read More **Hide This**

Days, Times, and Locations
TUESDAY THURSDAY
2:00 pm - 2:50 pm
Media Learning Center - Rm. 104 - map

Enrollment

Seats Open	Seats Taken	Max. Seats
7	23	30

General Education Requirements

Course Materials
This course does not require purchasing any textbooks.

Registration Consent
Instructor's Consent Required

REGISTRATION WORKSHEET

To register for this semester, complete the following steps

- Select classes for this semester and record the Class Registration Numbers (CRN). Most students take an average of four classes, which are 15 or 16 units per semester. In order to be a fulltime student you must take at least 12 units.
- Permission numbers are required for some courses. If you are eligible to take the class, a representative from the course department will issue you a permission number for the specific section in which you are trying to enroll.

Record Course Information

COURSE NUMBER & TITLE	CRN #	UNITS	DAYS & TIMES	PERMISSION #

Record Alternate Courses

COURSE NUMBER & TITLE	CRN #	UNITS	DAYS & TIMES	PERMISSION #

Important Guidelines

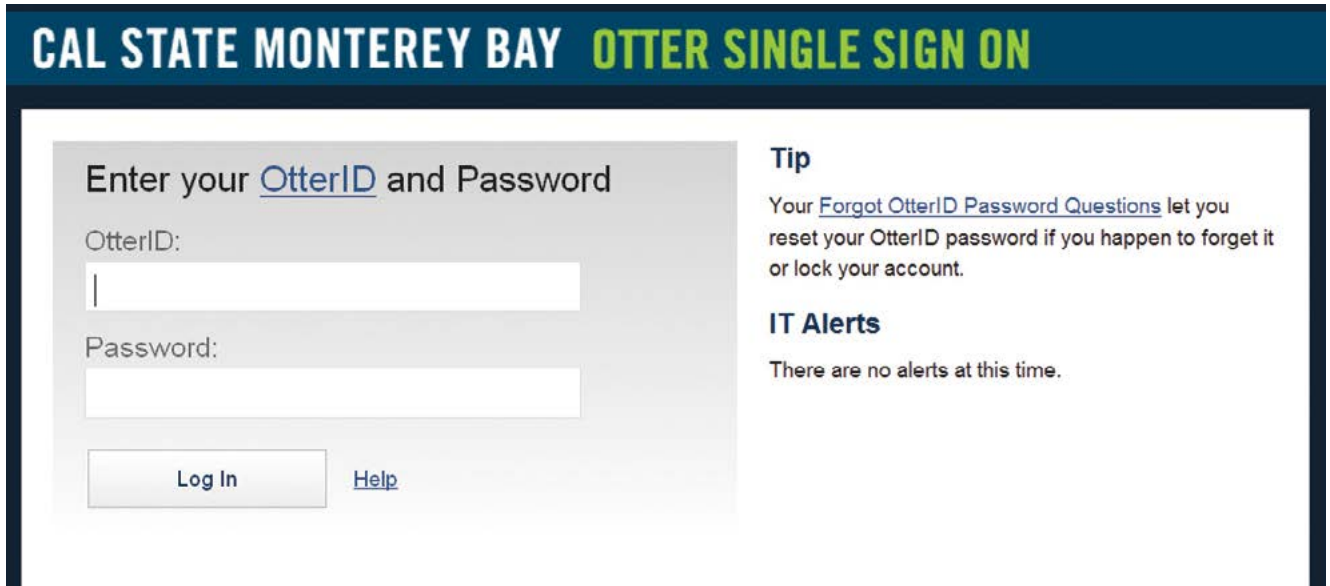
- Use your major pathway at csumb.edu/academics or, if you are undeclared, go to the GE website at csumb.edu/ge. These two websites will link you to lists of approved courses for each GE.
- Each class at CSUMB is 1 semester long (semesters last about 16 weeks).
- The majority of classes are 3 to 4 units.
- Courses numbered 100-299 are lower division, 300-499 are upper division.
- Class standing is defined as follows:
 - Freshman = 1 – 29 units
 - Sophomore = 30 – 59 units
 - Junior = 60 – 89 units
 - Senior = 90 – 120 units
- Students should not take 300 level (upper division) courses until junior standing.
- You must earn 9 upper division General Education units after you have reached junior standing.
- Upper-division GE courses taken when you are a freshman or sophomore student do NOT count toward the upper-division GE unit requirement.
- It is recommended that students take no more than 16 units per semester.

REGISTRATION INFORMATION

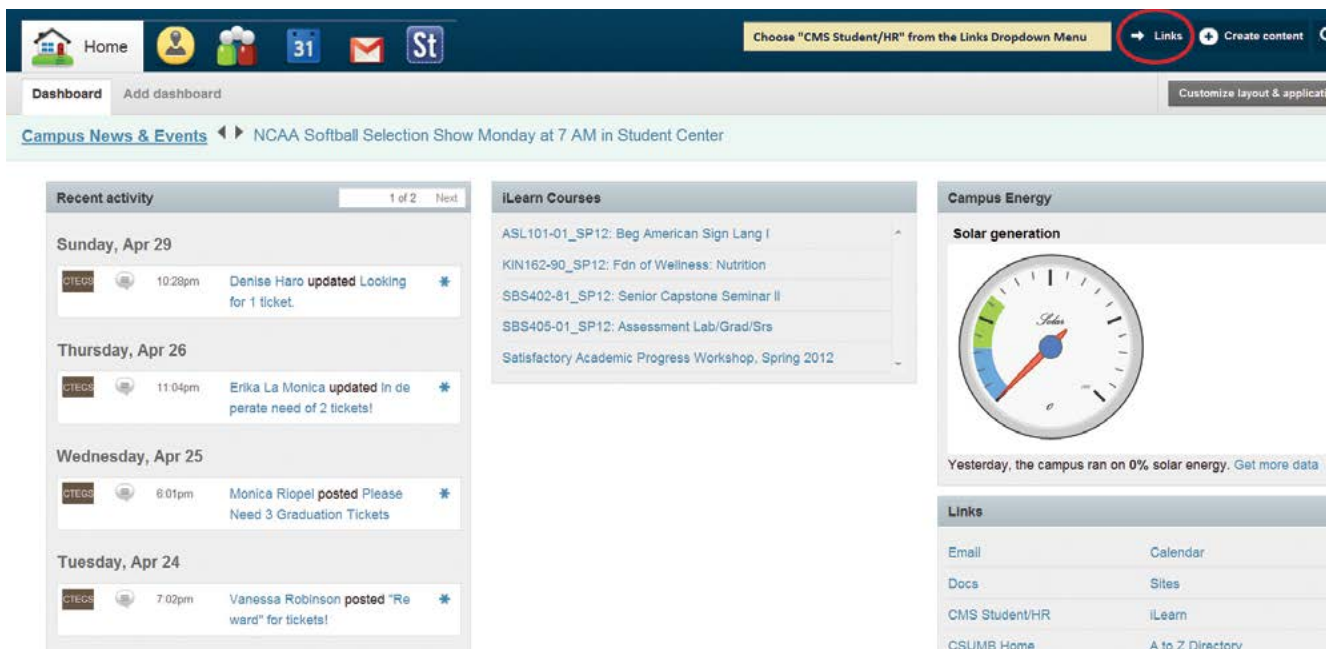
REGISTRATION STEP BY STEP

AFTER YOU'VE MET WITH AN ADVISOR AND ARE CONFIDENT IN YOUR CLASS CHOICES, FOLLOW THE STEPS SHOWN HERE TO REGISTER ONLINE.

- 1 Login to your MyCSUMB (my.csUMB.edu) account by entering your Otter ID and password.



- 2 Choose CSUMB Student/HR from the Links dropdown menu.



3 Select Enroll.

The screenshot shows the 'Student Center' page for 'Sea's Student Center'. On the left, there is a 'Menu' sidebar with a search bar and a list of links: 'CSU SA Baseline', 'Monterey Bay Custom CS', and 'Self Service'. A yellow callout box labeled 'Select the Enroll Link' points to the 'Enroll' link in the 'Academics' section, which is circled in red. Below the 'Enroll' link is a dropdown menu with 'other academic...' selected. The main content area features a 'This Week's Schedule' table with columns for 'Class' and 'Schedule'. The table lists several classes including KIN 161-02 LEC (20514), VPA 302-01 LEC (21023), VPA 307-01 LEC (21024), VPA 313-01 LEC (20854), VPA 321-01 ACT (20856), and VPA 395-01 IND (21076). On the right side, there are several panels: 'SEARCH FOR CLASSES', 'Holds' (No Holds), 'To Do List' (No To Do's), 'Enrollment Dates' (Enrollment Appointment for 2012 Fall Regular Academic Session on April 16, 2012), and 'Advisor' (Program Advisor VPA Adv UD 831-582-3005).

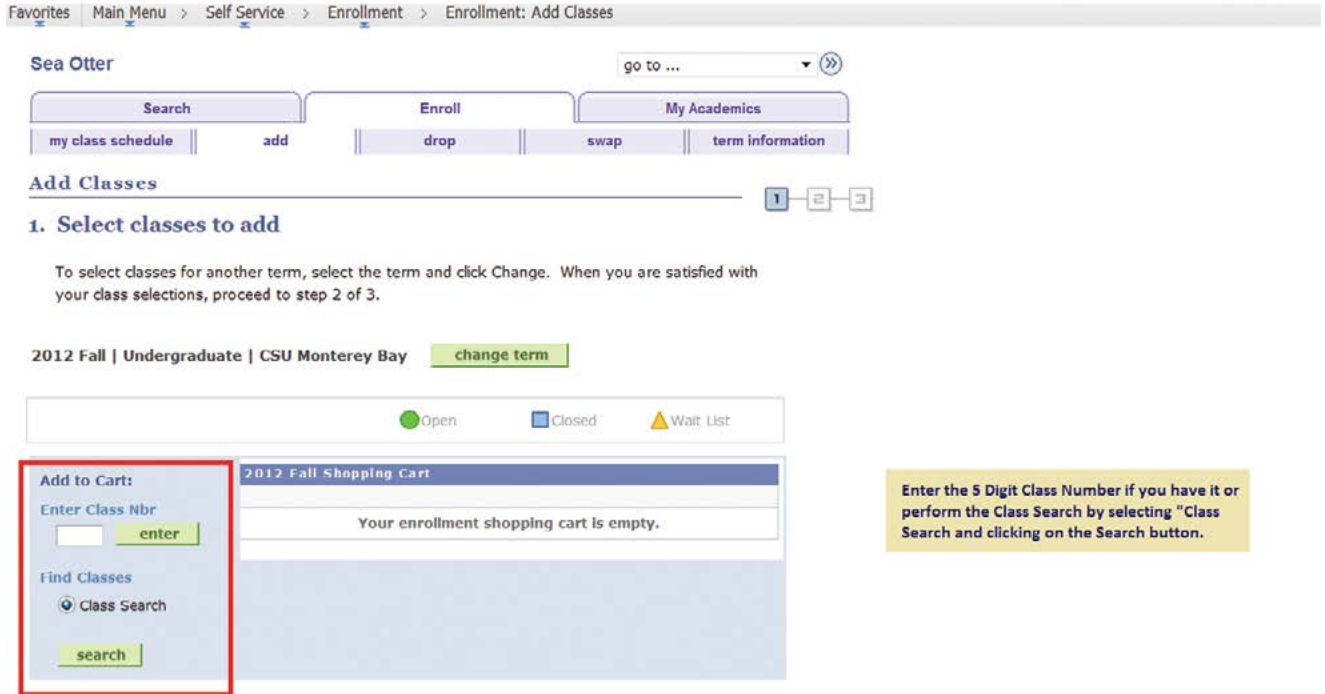
4 Choose the correct term and click Continue.

The screenshot shows the 'Enrollment: Add Classes' page. At the top, there is a breadcrumb trail: 'Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes'. Below this, there is a 'Sea Otter' header with a 'go to ...' dropdown. The main content area has three tabs: 'Search', 'Enroll', and 'My Academics'. Under the 'Enroll' tab, there are buttons for 'my class schedule', 'add', 'drop', 'swap', and 'term information'. Below the tabs is a section titled 'Add Classes' with a pagination control showing '1'. The 'Select Term' section contains a table with the instruction 'Select a term then click Continue.' The table has columns for 'Term', 'Career', and 'Institution'. The '2012 Fall' row is selected, indicated by a radio button and a red circle. A yellow callout box labeled 'Choose the correct term and click on the Continue button' points to the '2012 Fall' row. Below the table is a green 'CONTINUE' button, also circled in red. At the bottom, there is a navigation bar with 'Search', 'Enroll', and 'My Academics' tabs, and a list of links: 'My Class Schedule', 'Add', 'Drop', 'Swap', and 'Term Information'. A 'go to ...' dropdown is also present at the bottom.

Term	Career	Institution
2012 Spring	Undergraduate	CSU Monterey Bay
2012 Fall	Undergraduate	CSU Monterey Bay

REGISTRATION INFORMATION

- 5 Enter the 5 digit Class Number from the web schedule (csumb.edu/schedule) or perform a Class Search.



Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes

Sea Otter go to ...

Search Enroll My Academics

my class schedule || add || drop || swap || term information

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

2012 Fall | Undergraduate | CSU Monterey Bay [change term](#)

Open Closed Wait List

Add to Cart: 2012 Fall Shopping Cart

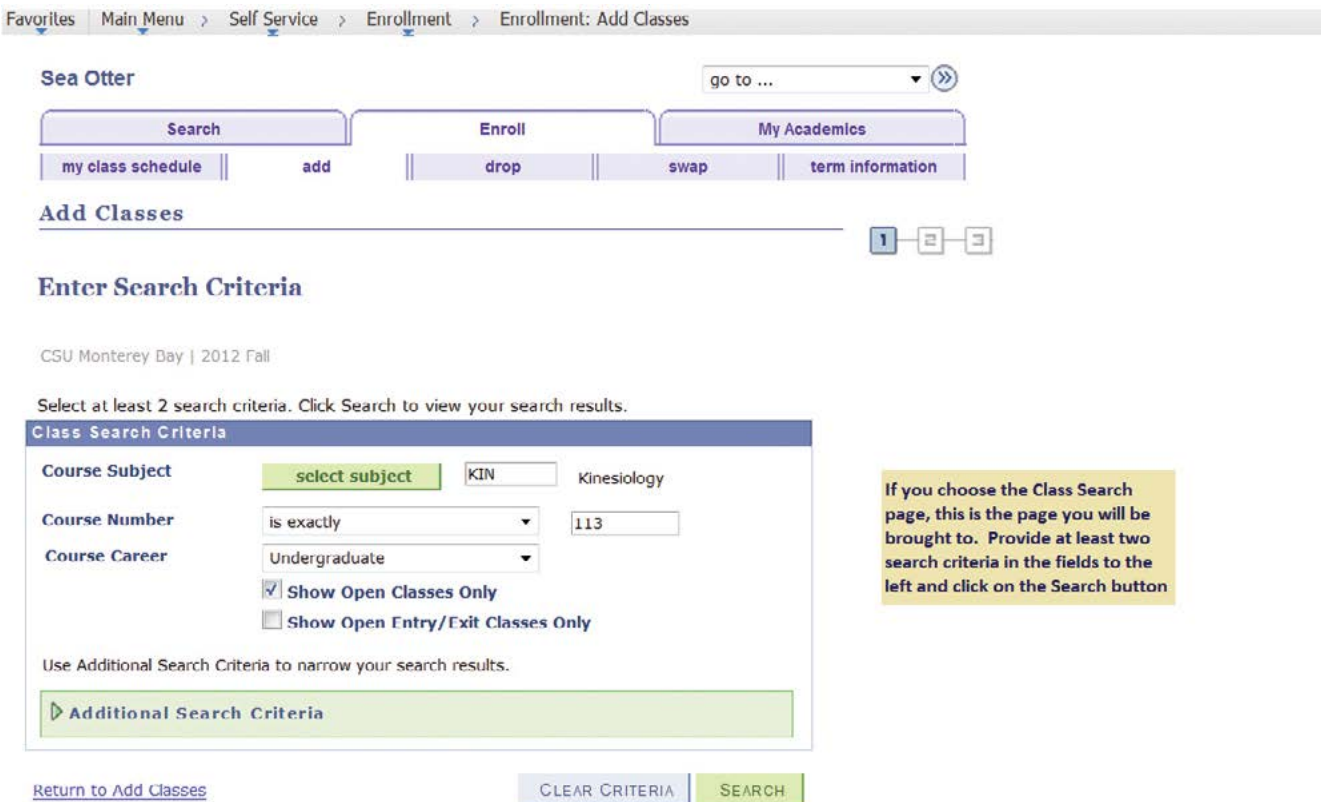
Enter Class Nbr
 [enter](#)

Find Classes
 Class Search
[search](#)

Your enrollment shopping cart is empty.

Enter the 5 Digit Class Number if you have it or perform the Class Search by selecting "Class Search" and clicking on the Search button.

- 6 To utilize the Class Search function, enter your search criteria.



Favorites | Main Menu > Self Service > Enrollment > Enrollment: Add Classes

Sea Otter go to ...

Search Enroll My Academics

my class schedule || add || drop || swap || term information

Add Classes

Enter Search Criteria

CSU Monterey Bay | 2012 Fall

Select at least 2 search criteria. Click Search to view your search results.

Class Search Criteria

Course Subject [select subject](#) KIN Kinesiology

Course Number is exactly 113

Course Career Undergraduate

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[Additional Search Criteria](#)

[Return to Add Classes](#) [CLEAR CRITERIA](#) [SEARCH](#)

If you choose the Class Search page, this is the page you will be brought to. Provide at least two search criteria in the fields to the left and click on the Search button.

7 Choose a course in the Class Search page.

When available, click View All Sections to see all sections of the course.

CSU Monterey Bay | 2012 Fall

My Class Schedule You are not registered for classes in this term.	Shopping Cart Your shopping cart is empty.
---	---

The following classes match your search criteria Course Subject: **Kinesiology**, Course Number is exactly '113', Course Career: **Undergraduate**, Show Open Classes Only: **Yes**

[Return to Add Classes](#) START A NEW SEARCH

Open Closed Wait List

▼ **KIN 113 - Wake-Up Workouts**

[View All Sections](#) First 1-2 of 2 Last

Section 01_ACT(40376)	Status ●	select class	
Session Regular			
Days & Times	Room	Instructor	Meeting Dates
TuTh 3:00AM - 3:30AM	Otter Sports Center	Staff	08/27/2012 -

Choose an Open class that fits your schedule and click on the Select Class button

8 Enter a Permission Number if needed. If not, select Next to move to the next screen.

Sea Otter go to ... >>

Search	Enroll	My Academics
my class schedule add	drop	swap term information

Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

2012 Fall | Undergraduate | CSU Monterey Bay

If you are adding a course for which you will need a permission number to enroll, enter that number in the Permission Number box.

KIN 113 - Wake-Up Workouts

Class Preferences

KIN 113-01	Activity ● Open	Wait List <input type="checkbox"/> Wait list if class is full
Session Regular Academic Session		Permission Nbr <input type="text"/>
Career Undergraduate		Grading Credit/ No Credit
		Units 1.00

CANCEL **NEXT** Select Next

Section	Component	Days & Times	Room	Instructor	Start/End Date
---------	-----------	--------------	------	------------	----------------

REGISTRATION INFORMATION

- 9** Fill your Enrollment Shopping Cart by repeating previous steps and then click on the Proceed to Step 2 of 3 button to finish enrolling.

Add Classes

1. Select classes to add

To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ KIN 113 has been added to your Shopping Cart.

2012 Fall | Undergraduate | CSU Monterey Bay [change term](#)

● Open ■ Closed ▲ Wait List

2012 Fall Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	KIN 113-01 (40376)	TuTh 7:00AM - 7:50AM	Otter Sports Center Rm131	Staff	1.00	●

Add to Cart:
Enter Class Nbr
 [enter](#)

Find Classes
 Class Search
[search](#)

[PROCEED TO STEP 2 OF 3](#)

Continue to add classes by repeating previous steps. Once your Enrollment Shopping Cart is full, then click on the Proceed to Step 2 of 3 button.

- 10** Confirm your courses and then click the Finish Enrolling button to complete the process.

[my class schedule](#) || [add](#) || [drop](#) || [swap](#) || [term information](#)

Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

2012 Fall | Undergraduate | CSU Monterey Bay

● Open ■ Closed ▲ Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
BUS 305-03 (40960)	Principles of Management (Lecture)	Th 6:00PM - 9:50PM	Valley Hall RmA115	T. Jones	4.00	●
KIN 113-01 (40376)	Wake-Up Workouts (Activity)	TuTh 7:00AM - 7:50AM	Otter Sports Center Rm131	Staff	1.00	●

[CANCEL](#) [PREVIOUS](#) [FINISH ENROLLING](#)

Confirm your courses and then click the Finish Enrolling button to complete the registration process.

11 Check your results.

Favorites Main Menu > Self Service > Enrollment > Enrollment: Add Classes

Sea Otter go to ...

Search Enroll My Academics

my class schedule add drop swap term information

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors:

2012 Fall | Undergraduate | CSU Monterey Bay

Class	Message	Status
BUS 305	Error: Unable to add this class - prerequisites have not been met. [[prereq: BUS 202 AND BUS 203 AND BUS 206] AND (GE Areas A1 AND A2 AND A3)]	✗
KIN 113	Success: This class has been added to your schedule.	✓

[MY CLASS SCHEDULE](#) [ADD ANOTHER CLASS](#)

Be sure to confirm your classes. A green check means you have successfully added the course. A red X means there has been an error and you are not enrolled in the course.

12 Review your Final Class Schedule.

Search Enroll My Academics

my class schedule add drop swap term information

My Class Schedule

Select Display Option List View Weekly Calendar View

2012 Fall | Undergraduate | CSU Monterey Bay [change term](#)

Class Schedule Filter Options

Show Enrolled Classes Show Dropped Classes Show Waitlisted Classes [filter](#)

KIN 113 - Wake-Up Workouts						
Status	Units	Grading	Grade	Deadlines		
Enrolled	1.00	Credit/ No Credit		3		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
40376	01	Activity	TuTh 7:00AM - 7:50AM	Otter Sports Center Rm131	Staff	08/27/2012 - 12/23/2012

DROPPING A COURSE

The drop period usually extends through the first two weeks of the semester and can be done online in your CMS Student Center. It is essential that you always check the online registration deadlines calendar every semester. The responsibility for adding and dropping any class rests solely with the student.

After the add/drop deadline, a drop is considered a withdrawal and is permissible only for serious and compelling reasons and signature approval is required. You will need to make sure that you obtain approval signatures from your instructor and dean before submitting Class Withdrawal form to the Campus Service Center. An approved withdrawal will show up as a "W" on your academic record. Withdrawals are limited to 18 units during the course of your academic career.

- 1 Select the Drop tab, check the box in front of the course you would like to drop and click on the Drop Selected Classes button.

Sea Otter go to ... >>

Search Enroll My Academics

my class schedule add **drop** swap term information

Drop Classes 1 2 3

1. Select classes to drop

Select the classes to drop and click Drop Selected Classes.

To drop a course, select the drop tab. Check the box in front of the course you would like to drop. Click on the Drop Selected Classes box.

2012 Fall | Undergraduate | CSU Monterey Bay change term

✔ Enrolled ✘ Dropped ⚠ Wait Listed

Select	Class	Description	Days/Times	Room	Instructor	Units	Status
<input type="checkbox"/>	KIN 113-01 (40376)	Wake-Up Workouts (Activity)	TuTh 7:00AM - 7:50AM	Otter Sports Center Rm131	Staff	1.00	✔

DROP SELECTED CLASSES

2 Click Finish Dropping.

Sea Otter go to ... >>

Search	Enroll	My Academics
my class schedule add	drop	swap term information

Drop Classes



2. Confirm your selection

Click Finish Dropping to process your drop request. To exit without dropping these classes, click Cancel.

2012 Fall | Undergraduate | CSU Monterey Bay

✔ Enrolled ✖ Dropped ⚠ Wait Listed

Class	Description	Days/Times	Room	Instructor	Units	Status
KIN 113-01 (40376)	Wake-Up Workouts (Activity)	TuTh 7:00AM - 7:50AM	Otter Sports Center Rm131	Staff	1.00	✔

3 Check your drop results.

Sea Otter go to ... >>

Search	Enroll	My Academics
my class schedule add	drop	swap term information

Drop Classes 1 2 3

3. View results

View the results of your enrollment request. Click Fix Errors to make changes to your request.

2012 Fall | Undergraduate | CSU Monterey Bay

✔ Success: dropped ✖ Error: unable to drop class

Class	Message	Status
KIN 113	Success: This class has been removed from your schedule.	✔

IMPORTANT ACADEMIC POLICIES

IMPORTANT CONSIDERATIONS AND ACADEMIC POLICIES TO KNOW BEFORE YOU DECIDE TO DROP A CLASS

You may decide to drop a class upon realistic assessment of your ability to do well. For instance, have you checked prerequisites for the course and have you met them?

What are some of the possible consequences of dropping courses that result in less than full-time status (12 units)?

1. Longer time to graduate. Graduation requires a minimum of 120 earned units, which means taking 15 units per semester will make it more likely to graduate in 8 semesters.
2. Completing fewer credits in an academic semester/year can affect financial aid. Contact a financial aid counselor for additional information.
3. Dropping below 12 units can affect health and/or auto insurance coverage.

Withdrawal Policy

The drop period usually extends through the first two weeks of the semester and can be done through your online CMS account. It is essential that you always check the online registration deadlines calendar every semester. The responsibility for adding and dropping any class rests solely with the student.

After the second week of instruction a drop is considered a withdrawal and is permissible only for serious and compelling reasons and signature approval is required. You will need to make sure you obtain approval signatures from your instructor and dean before turning in your petition to the Campus Service Center. An approved withdrawal will show up as a “W” on your transcript. Withdrawals are limited to 18 units during the course of your academic career.

Repeat Policy

Only courses repeated at CSUMB may be used to adjust the GPA. Grades earned in courses taken at other institutions may not be used to replace grades in CSUMB courses. Undergraduates may repeat an attempted course one time. An undergraduate student may petition to take a course a third time only with a course repeat petition. No course may be repeated more than two times (three total attempts). No course in which the grade assigned was the result of a finding of academic dishonesty may be repeated.

My advisor explained the policies to me.

DATE: _____

ADVISOR'S SIGNATURE: _____

MY SIGNATURE: _____

HOW TO CALCULATE YOUR GRADE POINT AVERAGE (GPA)

To compute your GPA, multiply the number of attempted units by the grade point value for each course, add the grade points, and divide by the total number of attempted units. Using the chart below, estimate your own GPA for this semester.

- List the course number and title of each class you're taking in the first column.
- List the estimated grade for each class in the second column.
- Find the point value for each grade in the Grading Policy Chart below and write the value in the third column.
- List the number of units for each class in the fourth column.
- Multiply the point value by the number of units and enter the result in the last column.
- Do not list courses with CR, NC, I or W, or remediation courses.
- Total the number of grade points and units and enter those sums in their corresponding box.

COURSE NUMBER AND TITLE	GRADE	POINT VALUE	X	UNITS	=	GPA POINTS
			x		=	
			x		=	
			x		=	
			x		=	
			x		=	
			x		=	
TOTALS						

_____ (total GPA points) ÷ _____ (total units) = _____ (Semester GPA)

GRADING POLICY CHART			
Letter Grade	Grade Points	Letter Grade	Grade Points
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	.07
C+	2.3	F	.00

The following letters or abbreviations on transcripts have no point value:

I (Incomplete), CR (credit), NC (no credit earned), W (Withdrawal), IC (0 grade points = fail),
WU (0 grade points = fail)

Use the same method of calculating your cumulative GPA once you've completed more than one semester.

GLOSSARY OF ACADEMIC TERMS

ACADEMIC LOAD

Fulltime status is 12 units per semester. Students planning to graduate in four years need to carry an average of 15 units per semester.

ACADEMIC PROBATION

Students falling below a 2.0 GPA in either the campus or cumulative GPA will be placed on academic probation.

ACADEMIC DISQUALIFICATION

Students on academic probation who fail to make satisfactory progress are subject to academic disqualification. Disqualified students are no longer eligible to enroll in CSUMB courses.

BACCALAUREATE DEGREE (B.A. OR B.S.)

A degree awarded by a four-year college or university.

CLASS STANDING

Undergraduate students are classified as the following:

Freshman (0 – 29 units)	Sophomore (30 – 59 units)
Junior (60 – 89 units)	Senior (90 + units)

CONTINUOUS ENROLLMENT

Students may be considered continuously enrolled in the university so long as the absence from the university does not exceed one semester.

CO-REQUISITE

A set of courses that must be completed in the same semester.

COURSE NUMBERING

Remedial courses: 0 – 99	Lower division: 100 – 299
Upper division: 300 – 499	Graduate level: 500 – 699

DROP/ADD

Schedule changes made after the start of semester.

GENERAL EDUCATION (GE)

Courses which allow CSUMB students to fulfill the general education requirements articulated by the state and CSU system. See online catalog for listing of GE requirements.

GRADUATION WRITING ASSESSMENT REQUIREMENT (GWAR)

Students are required to demonstrate upper-division level competence in written communication. This should be taken in the first semester of junior year.

GRADE POINT AVERAGE (GPA)

The average of all earned grades attempted at CSUMB and transferred from other colleges. GPA is computed by dividing the total number of grade points by the total number of graded units attempted.

GRADUATION REQUIREMENTS

All students are responsible for knowing all graduation requirements which include GEs, MLOs and university requirements.

INCOMPLETE

An incomplete is a temporary grade used when a student is unable to complete work assignments during the semester. This is an agreement between the instructor of the course and the student. Requirements must be completed within one year.

MAJOR LEARNING OUTCOMES (MLO)

Outcomes that must be met to complete the requirements of your major program of study.

PREREQUISITE

A course that must be completed prior to enrolling in another course.

SYLLABUS

A course outline of assignments, grading policy, course objectives and required textbooks for a course.

TRANSCRIPT

An official copy of a student's academic record. Transcripts are available through the Campus Service Center.

UNOFFICIAL TRANSCRIPT

An unofficial copy of a student's academic record. This document includes work in progress and can be accessed through your CMS account.

UPPER DIVISION GENERAL EDUCATION (UDGE)

Nine units of General Education must be upper division and must be taken after a student has reached junior standing.



“The Academic and Career Advising office has given me a better understanding of appropriate classes to take and how to effectively write a resume.”

– Lindsey Dole, Class of 2013, Business Administration

TEST YOUR KNOWLEDGE

TEST YOUR KNOWLEDGE

What are the answers to the following?

1. Lower-division courses are numbered _____ to _____.
2. Upper-division courses are numbered _____ to _____.
3. How many upper-division GE units are required for graduation? _____
4. How many total GE units are required for graduation? _____
5. Upper division GE courses taken as a freshman or sophomore do not count toward the upper division GE requirement. True False
6. What is a GE? _____
7. When should you take GWAR? _____
8. How many units are recommended per semester? _____
9. What is the minimum number of units required to graduate? _____
10. You become a junior when you earn _____ units.

Bonus Questions

1. Which course would a student complete first: A1: Oral and Written Communication or GWAR?

2. Where can you find a list of approved GE courses?

“I have been working as a student assistant on campus since my freshman year and Academic and Career Advising has been the best. Because of them, I found my passion for psychology and I am graduating in four years.”

– Jeremy Allred, Class of 2013, Psychology



CENTER FOR STUDENT SUCCESS

Mission Statement

The Center for Student Success is committed to the academic, personal and social success of all students.

Learning Outcomes

As a result of working with us, students will:

- Improve their knowledge of campus resources.
- Be more willing to use campus resources.
- Have a greater understanding of their academic strengths and challenges.
- Achieve academic and personal goals that contribute towards their success.

Services

- Individual academic coaching (self-assessment, goal setting, study skills)
- Academic success workshops (see below for examples)
- Online workshops available 24/7

Examples of Workshops

- The Anti-Procrastination Plan
- Scholarship Central
- Professionalize Your Image
- Become a “Muscle” Reader
- Career Change & Resiliency
- Welcome to Finals (De-stress Event)

Incentive Programs

- Attend three workshops and be entered in an opportunity drawing for a \$100 gift card to the bookstore.
- Scholarship opportunities may be available. (Ask us!)

The Center for Student Success is open to all students!



csumb.edu

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